COURSE SYLLABUS

PowerPoint Bootcamp

Take your PowerPoint skills to the next level with our accelerated course. Learn everything from the basics of creating presentations to more advanced features like custom themes, animations, and managing large presentations.

For more information, visit
https://www.creativelive.com/classes/powerpoint-certificate



support@creativelive.com • 302-217-6585

Course Outline

This package includes these courses

- PowerPoint Level I (6 Hours)
- PowerPoint Level II (6 Hours)

PowerPoint Level I

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations. From building slides to working with images, charts, and transitions, you'll learn how to design visually compelling presentations and deliver them with confidence.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and other formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment tools
- Create and format tables, add connector lines, and import charts from Excel to display data
- Apply transitions, manage presenter notes, and use presentation tools for live or virtual delivery
- Save, print, and export presentations to PDF, with options tailored for professional use

PowerPoint Level II

This advanced PowerPoint course is designed for users ready to take their presentation skills to the next level. Learn how to build professional themes, streamline design with Slide Master, and enhance visual storytelling through animation, video, and advanced chart customization.

- Create and manage Slide Master layouts to maintain consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds
- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, plus explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations
- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar

- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings